External Speakers Request Form

This form is to be used by staff or students wishing to invite an external speaker onto the College premises, an external venue being used by the College or when the event is taking place on an online environment in the name of the College (e.g live streamed or recorded events).

All completed forms should be submitted to the PREVENT Lead (or their nominee) for review and approval: Roma.Galvan@rcl.ac.uk

The form should be submitted **10 working days before the event is due to take place**. Late submission of the External Speaker Request Form may mean that the event cannot go ahead unless the Prevent Lead (or their nominee) agrees to deal with the request in a shorter time.

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| --- |
|  **Organiser Information** |
| Name of organiser(s) |  |
| Department |  |
| Contact Email |  |
| Contact Telephone |  |
| **Event Details** |
| Event title |  |
| Short description |  |
| Event location | Campus/Venue | Room(s) |
|  |  |
| Event date(s) |  |
| Expected number of attendees |  |
| Will the event be open to: | All Staff |  |
| All Students |  |
| Specific staff group(s) |  |
| Specific students group(s) |  |
| Invitation only (including external invitees) |  |
| General public |  |

|  |  |
| --- | --- |
| Description of any controversy surrounding the speaker or the subject of the event.(this information is important for our risk assessment) |  |
| Relationship of Speaker to organiser(personal knowledge, academic reputation, internet search etc.) |  |
| **Speaker Information** |
| Name of speaker: |  |
| Associated organisation or background: |  |
| Subject (s) to be Discussed: |  |
| Personal and/or organisational website for speaker and/or the organisation they represent: |  |
| Detail of Published Articles/Papers/Books: |  |
| Publicly Stated Religious or Political Affiliations: |  |
| Travel Arrangements to Campus: |  |
| Arrival and Departure Times: |  |
| Special Requirements: |  |
| Accompanied by Anyone? (If yes, provide full details): |  |
| **Controversy Assessment** |
| Has the speaker or the event topic been associated with any controversies? Yes No |  |
| If yes, please provide details about the controversy: |  |
| Date(s) of Relevant Incident(s): |  |
| Links to Media Reports or Other Sources (if applicable): |  |

**Organiser Declaration**

I, the undersigned, affirm that the information provided in this form is accurate and complete to the best of my knowledge. I understand that this event is subject to the terms and conditions set forth in Regent College London's External Speakers Policy. I agree to comply fully with this policy and ensure that the external speaker is informed about their responsibilities under the policy. I acknowledge that failure to adhere to these guidelines may result in the cancellation of the event.

Furthermore, I certify that I have conducted due diligence on the external speaker and the content of the event to ensure that they align with the values and regulations of Regent College London, particularly in relation to preventing extremism and safeguarding the welfare of all attendees.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

**Compliance Statement**

Your guest speaker must be made aware of their responsibility to abide by the law and relevant College policies. This means that they:

1. must not advocate or incite hatred, violence or call for the breaking of the law
2. are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
3. must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
4. are not permitted to raise or gather funds for any external organisation or cause without express permission of the College.
5. Within the framework of lawful free expression and robust debate, they are encouraged to engage with other belief systems and groups in a respectful and constructive manner, mindful of the potential impact of their words, while recognising that the expression of opinions, including those that may be controversial or critical, is protected under the law.

**Approval Process**

No event involving external speakers may be publicised until the speaker has been cleared, and the College reserves the right to cancel or prohibit any event if the procedures herein are not followed or if health, safety, and security procedures are not met.

**Documentation and Record-Keeping**

An audit trail of all actions taken will be maintained for all cases. This includes the storage of all forms and records centrally, which are subject to audit, discussion, and sharing of good practice.

**For Approver Use Only**

**Approver Details:**

Name:

Position:

Department:

Contact information:

**Review of Details:**

Date of Review:

Additional information required: (specify id additional information or clarification is required)

**Approval Status:**

Approved : [ ]  Denied : [ ]  Conditional Approval : [ ]

Conditions of Approval: (specify any conditions or restrictions placed on the authorisation)

Comments / Reasons:

**Approver Confirmation:**

Approver Signature:

Date:

|  |  |
| --- | --- |
| *Version number* | *1.4* |
| *Publication date* | *September 2025* |
| *Approved by* | *Board of Directors* |
| *Approval date* | *September 2025* |
| *Next review date* | *July 2026* |
| *Policy owner* | *Head of Quality – Prevent Lead* |